

THE REPUBLIC OF LIBERIA
SEAFARERS CERTIFICATION & DOCUMENTATION
RECEIVING/FILING AGENTS MANUAL



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NOTICE:

THIS DOCUMENT IS INTENDED AS A GUIDE FOR RECEIVING/FILING AGENTS, SHIPOWNERS, SHIPMANAGERS, AND SEAFARERS AS TO PRACTICES ESTABLISHED IN THE OFFICE OF THE DEPUTY COMMISSIONER OF MARITIME AFFAIRS. IT IS NOT INTENDED TO DEROGATE FROM OR SUBSTITUTE FOR ANY REQUIREMENTS OF THE LIBERIAN MARITIME LAW, AS AMENDED, OR THE LIBERIAN MARITIME REGULATIONS.

**SEAFARERS' IDENTIFICATION AND CERTIFICATION SYSTEM
RECEIVING/FILING AGENTS MANUAL**

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SECTION 1 INTRODUCTION

1.1 Purpose

- .1 This manual is promulgated for the use, assistance and guidance of all personnel performing duties as receiving/Filing Agents in the processing of applications for Officer Certificates, Seafarers' Identification and Record Books (SIRBs) and Special Qualification Certificates (SQC). It prescribes the essential functions, which must be performed by the Receiving/Filing Agent when application is made for Liberian Documents.
- .2 A uniform policy of screening applications is necessary for the successful operation of the Seafarers' Certification and Documentation System. This manual is intended to provide the instructions needed for processing such applications under this uniform policy of screening and to provide supplementary information to clarify possible areas of confusion.
- .3 Persons who perform duties as Receiving/Filing Agents shall become familiar with the provisions of this manual and adhere to the requirements contained herein in order to ensure timely and efficient processing of applications and issuance of documents and certificates. The main reference for all certification and documentation can be found in Liberian Publication RLM-118, Requirements for Merchant Marine Personnel Certification. This document can be found on our website at www.liscr.com under the online resources under the seafarer tab, please download it from this website.

1.2 Authority

- .1 Liberian Maritime Law

Officer Certificates, Seafarers' Identification and Record Books and Special Qualification Certificates are issued under the authority of Sections 17 and 325 of the Liberian Maritime Law, RLM-107, as specified in Section 10.325 of the Liberian Maritime Regulations, RLM-108. All documents remain the property of the Republic of Liberia and may be withdrawn at any time. It may not be altered in any way nor be allowed to pass into the possession of an unauthorized person.

- .2 I.L.O. Convention

The Seafarers' Identification and Record Book conforms to the requirements of the International Labour Organization's Convention No. 108 (Seafarer's Identity Documents Convention, 1958). It is issued to seafarers of Liberian flag vessels for use when traveling to or from an assigned vessel or pursuant to instructions from the master of such a vessel. Other uses of the book must be in conformity with Liberian regulations. I.L.O convention 108 does not in any way restrict the right of a member nation from preventing any particular individual from entering or remaining in its territory.

- .3 STCW Convention

Both Officer Certificates and the Special Qualification Certificates conform to the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended. Documents are issued to seafarers of Liberian flag vessels who

form part of a navigational or engineering watch; participate in cargo loading or discharge operations aboard oil tankers, chemical and liquefied gas carriers; are directly involved with passengers aboard passenger carrying vessels; and hold positions of responsibility on Mobile Offshore Drilling Units.

1.3 Organization

- .1 This manual is divided into SEVEN (7) Sections on a function basis. Each functional area is then divided into logical sub-sections with numbered paragraphs.

1.4 Referencing

- .1 Each page is identified by the publication number in the lower left corner, the latest revision date in the lower right corner and the page number. This particular paragraph can be identified by referencing "sub-section 1.4.1 on page 2".

1.5 Revisions

- .1 Suggestions for revisions may be submitted to:

Office of the Deputy Commissioner, of Maritime Affairs, R.L.
Seafarers' Certification & Documentation Department
8619 Westwood Center Drive, Suite 300
Vienna, VA 22182 USA

SECTION 2 GENERAL REQUIREMENTS

2.1 Medical Requirements

- .1 All applicants documents, except as stated below, shall be required to have a physical examination reported on Physical Examination Report/Certificate Form RLM-105M/or national medical certificate completed by a licensed medical doctor/practitioner. The physical examination must be carried out not more than 12 months prior to date of making application. The report shall indicate that the applicant was examined for hearing, vision and general physical condition.
- .2 The following additional minimum requirements shall apply:
 - .1 All applicants must have hearing unimpaired for normal sounds.
 - .2 All applicants must have average blood pressure, taking age into consideration.
 - .3 Applicants afflicted with or having medical histories such as follows shall be disqualified for Seafarers' identity documents: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neuro-syphilis, and/or the use of narcotics.
 - .4 Applicants holding a Liberian Certificate of Competency that has been issued within 12 months prior to the date of application will not be required to undergo a physical

examination. In this regard, they must present their Liberian Certificate of Competency and include a copy of the Certificate of Competency with their application for the Seafarers' Identification and Record Book.

- .3 A copy of Form RLM-105M or other national medical examination form must accompany the application.
- .4 The applicant should retain a copy of Form RLM-105M as evidence of physical qualification while serving on board Liberian flag vessels.

2.2 Acceptance/Rejection of Applications

- .1 Upon final review by the Seafarers' Certification & Documentation Department in Vienna, Virginia, the Receiving/Filing Agent will be notified by email of acceptance or rejection of an application.
- .2 When an application is approved, the documents will be sent to the mailing address indicated on the work order application. It is highly recommended that the Receiving/Filing Agent's mailing address be used to avoid delivery problems.
- .3 Under no circumstances should a Post Office Box address be used by a filing agent or individual seafarers receiving documents by courier.
- .4 Where courier services are required to assure prompt and safe delivery, the courier fees will be charged, if payment for same was not included with applications, to the receiving/filing agent or other receiving party as designated.
- .5 Rejection of Application
 - .1 When applications are rejected, an email is sent to the Receiving/Filing Agent, ordering agent (or applicant, if filed directly) explaining the reason(s) for rejection.
 - .2 Common reasons for rejection include: lack of supporting documentation, insufficient funds, missing or poor quality of photographs and incomplete application.
 - .3 The same rejected application may be resubmitted or missing documentation may be emailed when the cause of the rejection has been corrected.

2.3 Officer Certificate, SIRB and SQC Replacement

- .1 If the SIRB becomes filled with entries, requires alteration, or becomes damaged, application for a replacement SIRB should be made immediately.
- .2 If an Officer Certificate or SIRB is stolen, lost or accidentally destroyed, notification to support the claim of lost, stolen or destroyed certificate/SIRB should be given immediately to the Office of the Deputy Commissioner, R.L., in Vienna, VA and an application made for a replacement SIRB.

- .3 All SQCs issued under the Seafarers' Certification & Documentation System will be automatically replaced if and when a replacement SIRB application is made.

2.4 Mailing Address for Applications

Completed Applications with all supporting documentation are to be mailed to:

Office of the Deputy Commissioner of Maritime Affairs, R.L.
Seafarers' Certification & Documentation Department
8619 Westwood Center Drive, Suite 300
Vienna, VA 22182 USA

SECTION 3 FORM RLM-273/279, SEAFARERS' IDENTIFICATION AND RECORD BOOK APPLICATION

3.1 Purpose

Form RLM-273/279 is to be used by seafarers to apply for initial, renewal or replacement Liberian Seafarers' Identification and Record Books. Information obtained from Form RLM-273/279 will be entered in the SIRB, and then kept in secured computer and biographical files for storing and reporting information within the Seafarers' Certification and Documentation System. It is therefore important that all information requested be accurately provided on the application to avoid rejection.

3.2 Filing

- .1 All applications for Seafarers' Identification and Record Books must be filed through a Receiving/Filing Agent duly authorized by the Office of the Deputy Commissioner of Maritime Affairs in Vienna, VA.

3.3 Required Approvals

- .1 Applications are subject to the approval of the Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia.
- .2 For initial applications, approvals are required first by the Receiving/Filing Agent and finally by the Seafarers' Certification & Documentation Department in Vienna, VA.
- .3 Renewal and replacement applications for SIRBs require only the approval of the Seafarers' Certification & Documentation Department in Vienna, VA. The mailing address may be found in sub-section 2.4.

3.4 Receiving/Filing Agent Review and Acceptance Process

- .1 Initial applications made for Seafarers' Identification and Record Books on Form RLM-273/279, the "Application for Seafarers' Identification and Record Book and Special Qualifications," must go through the following review and acceptance process.

- .2 The instructions for RLM-273/279 must be carefully reviewed and followed. Use of a typewriter or clear legible long hand print is highly recommended when filling out the application. Agents may computer generate and print their own forms.
- .3 All applicable information must be entered in English. If the documents presented are not in the English language, a certified translation of the documents into English must be enclosed with the application. These certified translations must identify the translator for verification purposes.
- .4 The following documents, letters and/or proofs must be submitted along with the application form:
 - .1 Two Photographs – Applicant should not wear a hat while being photograph. Facial front view of applicant, passport size, taken within a year preceding application, with applicant's name printed on the reverse side and signature on the front side without marring the features. Photo should be 1.75" X 1.75" (45mm X 45mm) and portray a good likeness of and satisfactorily identify the applicant. Applications received with poor quality photos will be rejected.
 - .2 Physical Examination Report/Certificate - Form RLM-105M (See 2.1, Medical Requirements, Page 3.)
 - .3 An Identity Document - A copy of a valid passport, Seafarer's I.D. Book from his/her nation, or other official national identity document (e.g., Hong Kong Certificate of Identity, birth certificate, certificate of naturalization, baptismal certificate, or parish record recorded within one year of birth).
 - .4 Evidence of Basic Training - Certification evidence receipt of Basic Training (See 6.1.3 of RLM-118).
 - .5 A letter of commitment of employment from a shipping company for service aboard a Liberian flag merchant vessel.
- .5 Applications for renewal should include a copy of the previous SIRBs identification pages 1 & 2 as proof of identity, current copy of national passport and physical examination report.
- .6 Each Receiving/Filing Agent must take the following final precautions against the issuance of fraudulent Seafarers' Identity Documents.
 - .1 Review those sections of the application required to be completed by the applicant to ensure completeness and accuracy referring to Sections 3.6 and 3.7 as necessary.
 - .2 Witness applicant signing the application.
 - .3 Verify the photographs and identify documents submitted as legitimately belonging to the applicant.
 - .4 Sign the application and complete the section of the application reserved for Receiving/Filing Agents.

- .7 Failure to assure proper completion of the application or submission of required supporting proofs will result in rejection or delay in the processing of the application by the Seafarers' Certification & Documentation Department.

3.5 Special Qualification Certificate (SQC)

- .1 Applicants needing both a Liberian Seafarers Identification and Record Book (SIRB) and one or more Special Qualification Certificates should complete both sides of the application form RLM-273/279. LIST ALL SQCs THAT YOU ARE APPLYING FOR.
- .2 Applicants already having a SIRB should complete boxes 1, 2, and 18, and then sign. Turn page over and complete the back section. Additional photos are not required. See section 4.0 of this publication for more information.
- .3 Special Qualification Certificates previously issued will be re-issued with charge when the SIRB is renewed. It is necessary to re-apply for these SQCs.

3.6 Distribution

- .1 Original goes to Seafarers' Certification & Documentation Department at the address in section 2.4.
- .2 A copy, (stamped by the Receiving/Filing agent) of the application for a Seafarers' Identification and Record Book, Form RLM-273/279, should be retained by the seafarer as evidence that the seafarer's application and special qualifications are being processed.
- .3 A copy of the Seafarers' Identification and Record Book application Form RLM-273/279 is to be retained in the Receiving/Filing Agent's file for reference and follow-up.

3.7 Sample Application: RLM 273/279

REPUBLIC OF LIBERIA OFFICE OF THE DEPUTY COMMISSION				
APPLICATION FOR SEAFARERS' IDENTIFICATION BOOK AND SPECIAL QUALIFICATION CERTIFICATES				
1. LAST NAME (FAMILY NAME)		2. FIRST NAME (GIVEN NAME)		3. MIDDLE INITIAL
4. DATE OF BIRTH MONTH DAY YEAR		5. PLACE OF BIRTH CITY COUNTRY		6. CITIZENSHIP
7. HEIGHT FEET INCHES		8. WEIGHT POUNDS	9. HAIR COLOR	10. EYES COLOR
		11. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
12. DISTINGUISHING MARKS (SCAR, BIRTHMARK, TATOOS, ETC.)			13. FOR I.D. BOOKS ONLY: <input type="checkbox"/> NEW BOOK <input type="checkbox"/> BOOK RENEWAL <input type="checkbox"/> BOOK REPLACEMENT	
14. FOR BOOK RENEWAL, PLEASE GIVE THE OLD BOOK NUMBER, FOR BOOK REPLACEMENT, GIVE OLD NUMBER, IF KNOWN, AND GIVE REASONS FOR THE NEED TO REPLACE THE I.D. BOOK.				
15. SEAFARER'S PERMANENT ADDRESS			16. MAILING ADDRESS FOR DOCUMENTS	
17. OFFICERS ONLY – LIST CURRENT LIBERIAN CERTIFICATE HELD AND/OR THE OFFICER'S CERTIFICATE APPLYING FOR.				
18. CURRENT I.D. BOOK NUMBER _____ LIST ALL SPECIAL QUALIFICATION CERTIFICATES APPLYING FOR:				
19. REQUIRED DOCUMENTS FOR BOOK APPLICANTS <ol style="list-style-type: none"> 1. THIS FORM COMPLETED AND SIGNED BY APPLICANT AND FILING AGENT 2. TWO PASSPORT SIZE PHOTOGRAPHS SHOWING FACIAL FRONT VIEW. (ATTACH TO THIS FORM) 3. ACCEPTABLE PROOF OF IDENTIFICATION, SUCH AS A COPY OF A PASSPORT 4. COPY OF PHYSICAL EXAMINATION CONDUCTED WITHIN PAST 12 MONTHS 5. REQUISITE FEE 				
20. REQUIRED DOCUMENTS FOR SPECIAL QUALIFICATION APPLICANTS <ol style="list-style-type: none"> 1. THIS FORM COMPLETED FRONT AND BACK AND SIGNED BY APPLICANT AND FILING AGENT 2. COPY OF PHYSICAL EXAMINATION CONDUCTED WITHIN THE PAST 12 MONTHS 3. COPIES OF SUPPORTING DOCUMENTATION, SUCH AS TRAINING SCHOOL CERTIFICATES AND GOVERNMENT ISSUED CERTIFICATES AND LICENSES 4. REQUISITE FEE 				
21. _____ APPLICANT TO SIGN IN PRESENCE OF RECEIVING/FILING AGENT			I.D. BOOK APPLICANTS: PLEASE ATTACH TWO 1.75" X 1.75" (45 CM. X 45 CM.) PHOTOGRAPHS HERE.	
22. _____ SIGNATURE OF RECEIVING/FILING AGENT				
23. _____ NAME OF AGENCY OR COMPANY				

SEA SERVICE: LIST AND SUBMIT PROOF OF AT LEAST THE MINIMUM SERVICE REQUIRED TO ESTABLISH ELIGIBILITY FOR THE SPECIAL QUALIFICATION CERTIFICATE REQUESTED. MOST RECENT SERVICE SHOULD BE LISTED FIRST.

NAME OF VESSEL (M.V. or S.S)	VESSEL TYPE (TANKER, OBO)	GROSS TONS KILOWATTS	FLAG	VESSEL OPERATOR	JOB	PERIOD OF SERVICE		TOTAL SERVICE		
						FROM	TO	YEARS	MONTHS	DAYS

DESCRIPTION OF SPECIAL QUALIFICATION CERTIFICATES NOW HELD, IF ANY

NATIONAL CERTIFICATE HELD	(THIS SPACE FOR EVALUATOR USE ONLY)	CERTIFICATE NUMBER	ISSUING COUNTRY	DATE ISSUED	DATE EXPIRES

GENERAL INSTRUCTIONS:

1. AGE, EXPERIENCE AND MEDICAL REQUIREMENTS FOR "SEAFARER IDENTIFICATION AND RECORD BOOKS," AND "SPECIAL QUALIFICATION CERTIFICATES" ARE LISTED IN "REQUIREMENTS FOR MERCHANT MARINE PERSONNEL CERTIFICATION," PUBLICATION RLM-118.
2. FEE FOR AN ORIGINAL, RENEWAL OR REPLACEMENT I.D. BOOK IS \$50. THERE IS NO PENALTY IF THE I.D. BOOK HAS EXPIRED. FEE FOR EACH SPECIAL QUALIFICATION CERTIFICATE IS \$30, EXCEPT FOR "JUNIOR ORDINARY SEAMAN," "WIPER," AND "G.P. TRAINEE," WHICH ARE FREE WITH THE BOOK, BUT MUST BE APPLIED FOR.
3. FEES ARE PAYABLE IN US DOLLARS BY CHECK PAYABLE, AT A USA LOCATED BANK BRANCH, TO THE "DEPUTY COMMISSIONER OF MARITIME AFFAIRS, R.L.," OR CREDIT CARD USING FORM RLM-120 AVAILABLE FROM FILING AGENTS OR IN THE ANNEX OF RLM-118.
4. FILING AGENTS WILL SEND COMPLETED APPLICATIONS AND FEES TO ANY REGIONAL OFFICE OR DIRECT TO:

**DEPUTY COMMISSIONER OF MARITIME AFFAIRS, R.L.
SEAFARERS' CERTIFICATION AND DOCUMENTATION DEPARTMENT
8619 WESTWOOD CENTER DRIVE, SUITE 300
VIENNA, VA USA 22182**

5. SEAFARERS MUST HAVE A LIBERIAN SEAFARERS IDENTIFICATION AND RECORD BOOK, OR HAVE SUBMITTED AN APPLICATION FOR SAME, IN ORDER TO APPLY FOR A SPECIAL QUALIFICATION CERTIFICATE.
6. APPLICANTS FOR SPECIAL QUALIFICATION CERTIFICATES AND APPLICANTS RENEWING I.D. BOOKS SHOULD SUBMIT A COPY OF PAGE 2 OF THEIR CURRENT BOOK.
7. APPLICANTS SHOULD KEEP A PHOTO COPY OF THEIR COMPLETED APPLICATION AS EVIDENCE THAT A LIBERIAN CERTIFICATE IS PENDING.

3.8 Step-by-Step Completion Guide

1	Last (Family Name) Name	Last name as entered by the applicant
2	First (Given Name) Name	First name as entered by the applicant
3	Middle Initial	Middle Initial as entered by the applicant
4	Date Of Birth	Birth date as entered by applicant
5	Place Of Birth	City and Country of birth as entered by the applicant
6	Citizenship	Citizenship as entered by the applicant
7	Height	Physical characteristics as entered by the applicant. In
8	Weight	the event that height and weight are not entered in feet
9	Color Of Hair	and inches and in pounds, the Receiving/Filing Agent
10	Color Of Eyes	is to use the conversion chart in Section 4 for this
11	Sex	purpose.
12	Distinguishing Marks	
13	I.D. Book Applicants	Indicate if applying for new, renewal, or replacement
14	Details Of Replacement	Give old book number, if known. Reason needing a new or replacement book
15	Home Address	Where the seafarer lives when not at sea
16	Mailing Address For Documents	In most cases, this will be the address of the receiving/filing agent
17	Officers Only	List current Liberian officer certificate now held. If applying for an officer certificate, list here.
18	This Section Is For Special Qualification Applicants	List all Liberian Special Qualification Certificates now applying for.
	Back of Form is for Sea Service Recordation	List sea service sufficient to qualify for the Special Qualification Certificate desired
19	Required Documentation for Book Applicants	To be completed by Receiving/Filing Agent as checklist to ensure required documentation has been submitted
20	Required Documentation For Special Qualification Applicants	To be completed by Receiving/Filing Agent as checklist to ensure required documentation has been submitted
21	Applicant's Signature	Applicant's signature
22	Identification Of Receiving/Filing Agent	Receiving/Filing Agent's name, signature, title, and company
23	Company	If the Agent is <u>not</u> a direct employee of the Receiving/Filing Agent on whose behalf he/she is acting, each application must be forwarded to the Receiving/Filing Agent for review, counter-signature and transmittal to the Administration. The designated employee of the Receiving/Filing Agent will review the application and attachments, print the name of his/her company on line 23, and countersign the application in space 31 as follows: "Reviewed by (signature)" and print his or her own name beneath his or her signature.

SECTION 4 FORM RLM-273/279, CERTIFICATION OF SPECIAL QUALIFICATIONS APPLICATION

4.1 Purpose

Form RLM-273/279 is to be used by Seafarers to apply for Special Qualification Certificates. Information supplied on this form is used to determine if the candidate is qualified for the appropriate endorsement. It is therefore essential that all information requested be accurately provided to avoid rejection.

4.2 Applications

- .1 Application for one or more Special Qualification Certificates (SQC) may be made on one form.
- .2 Both sides of the application must be completed.
- .3 A photocopy of the application should be provided to and retained by the applicant as evidence that the seafarer's application is being processed.

4.3 Required Documents

- .1 Form RLM-105M, Physical Examination Report/Certificate.
 - .1 The examination must be taken within the 12 months preceding the application and is good for a period of 2 years, **unless the seafarer is under the age of 18, in which case validity is one year.** See Section 2.1, Medical Requirements, page 2.
 - .2 If an application for a Seafarers' Identification and Record Book is sent with the RLM-273/279, then a separate copy of the physical is not necessary.
- .2 Supporting documents
 - .1 Copies of equivalent national documents, or pages from applicant's national Identity Document attesting to the qualification of the applicant for the SQC applied for.
 - .2 An English language translation is required for documents not printed in English.
 - .3 Documents not specifically supporting the request should not be sent. For example, do not send the applicant's fire fighting certificate if applicant is applying for survival craft crewman.
- .3 Proof of Sea time
 - .1 It is only necessary to show proof of sea time for the SQC sought. It is not necessary to send proof of the applicant's entire seagoing career.

- .2 The required sea time for each Special Qualification may be found in the RLM-118 which is a part of the Combined Publications Folder RLM-300.
- .3 All applicants must show proof of having received Basic Training
- .4 Do not send photographs for a Special Qualification Certificate

SECTION 5 FORM RLM – 105, APPLICATION FOR OFFICER CERTIFICATE OF COMPETENCE

5.1 Purpose

Form RLM-105 is to be used by seafarers to apply for initial, renewal, and replacement Liberian Officer Certificates of Competency. Information from the Form RLM-105 is used in the computer, biographical files for storing and reporting information in the Seafarers' Certification and Documentation System. It is important that all information requested be accurately provided on the application to avoid rejection and potential fraud charge.

It is particularly important that the receiving filing agent witness signatures of the applicants and visually sight the original documents that are used as supporting documents with the application.

5.2 Filing

- .1 Applications for officer certificates must be filed by agents duly authorized by the Office of the Deputy Commissioner of Maritime Affairs, R.L..
- .2 Individual filing is prohibited.

5.3 Required Approvals

- .1 All applications are subject to evaluation by the Office of the Deputy Commissioner of Maritime Affairs, R.L.
- .2 Certain nations' officer certificates have been fraudulently reproduced. Therefore, all National COC's are required to be verified prior to sending them to LISCR for endorsement.


5.4 Receiving/Filing Agent Review and Acceptance Process

- .1 Applications for new issue, replacement, or renewal of an officer certificate are to be made on form RLM-105.
- .2 Please follow the instructions carefully in filling out the form. It is very important that both the cover letter and the application state exactly what type and grade of officer certificate is to be issued. Agents may duplicate the forms, subject to .1 above.
- .3 Applications must be completed in the English language. Our printers cannot print letters with punctuation marks over the letters. If you send them to us with these marks, we will process at

the nearest English language equivalent. Supporting documents must be in English, or supplied with a translation.

- .4 The following documents should be submitted with the application.
 - .1 Two or more passport size photos. Two are required for issuance of the officer certificate, and one goes to the file. If a CRA is requested, then add a third photo. A front view with the applicant not wearing a hat or tinted glasses is expected. Applicant's name should be printed on the back of the photo.
 - .2 Physical Examination Report/Certificate – Form RLM-105M. Only one form is needed when the applicant is applying for an I.D. Book, SQCs, and an officer certificate.
 - .3 Copies of all current officer certificates and evidence of compliance with all STCW requirements. Please do not send original certificates.
 - .4 A letter of assignment to employment aboard a Liberian flagged vessel.
- .5 Each filing agent shall carefully review the original documents to ensure that they are current and not fraudulent. If a document appears to be suspicious, the filing agent shall verify with the issuing authority that the document is valid and current.
- .6 Signatures on the applicant's documents shall be compared to signature of the applicant on his application. Photographs shall be compared to the way the applicant actually appears. Old photographs shall be rejected.
- .7 Incomplete applications and lack of a comprehensive cover letter will delay the issuance of documents. No processing is done on an incomplete application.

5.5 Sample Application: RLM-105

	<p>REPUBLIC OF LIBERIA OFFICE OF THE DEPUTY COMMISSIONER</p>	
APPLICATION FOR OFFICER CERTIFICATE OF COMPETENCE		
PART I. PERSONAL DESCRIPTION AND INFORMATION: (Type or print clearly)		
1. LAST NAME (FAMILY NAME)	FIRST NAME(GIVEN NAME)	Middle Initial
		2. Date of Birth month day year
3. Place of Birth (City and Country)		
4. Permanent address (street, city and country).		5. Address to which certificate is to be mailed.
6. Name and relationship of person to be notified in emergency.		7. Citizenship
		8. Height
		9. Weight
10. Address of person named in 6 (If same as 4, write "same").		11. Color of hair
		12. Color of eyes
		13. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
PART II. DESCRIPTION OF HIGHEST GRADE LIBERIA <u>AND</u> FOREIGN OFFICER CERTIFICATE NOW HELD, IF ANY		
	Grade of Officer Certificate	Certificate No.
		Date Issued
		Date Expires
		Country of Issue
(a) Liberia		Liberia
(b) Foreign		
COMPLETE ONLY IF NATIONAL OFFICER CERTIFICATE DOES <u>NOT REQUIRE</u> TRAINING AS OUTLINED ON PAGE 4.		
TRAINING	Dates Attended	Type of Certificate Received
Name of School and address	From To	Upon Graduation
PART III. ELIGIBILITY BASIS ON WHICH APPLICATION IS MADE		
Complete either A, B or C, whichever is appropriate, by placing an "X" in the proper box. Applicants for examination are further required to complete Items 14 through 18.		
A	I hereby apply for issuance of a Liberian officer certificate in a grade equivalent to my foreign officer certificate described in Part II (b) above. Applicants for engineer certificate must indicate mode of propulsion qualified for and desired: (e.g.: Steam, Motor, Steam & Motor).	
B	I hereby apply for renewal of my Liberian officer certificate described in Part II (a), above.	
C	I hereby apply for examination in the grade of:	
14. The documents indicated below will be submitted by me to the Test Supervisor: <input type="checkbox"/> Seafarer's Book or Card No. <input type="checkbox"/> Passport No. <input type="checkbox"/> Liberian Certificate No.		
15. Test Center at which examination will be taken (see para. 10 page 4).		16. Date on which will report for examination.
17. Language in which require examination questions.		18.
		19. Name of vessel on which now serving (or will join).
PART IV. AFFIDAVIT OF APPLICANT CERTIFICATE CANNOT BE ISSUED UNLESS APPLICANT SIGNS LABEL IN BLOCK #21		
I hereby affirm that all information provided by me in this application and its supporting documents and proofs are true and correct to the best of my knowledge and belief; further, that no certificate issued to me heretofore by any Government has ever been revoked or suspended; or, if revoked or suspended, a full explanation of the circumstances is attached hereto and made part of this application.		
20. Date of Application		21. Signature of Applicant on Label
DO NOT WRITE BELOW THIS LINE (For Use of Office of the Deputy Commissioner). <input type="checkbox"/> STCW 1978 Certificate		
GMDSS REST.	3M	M (NT)
		3AE
		Steam
		RTO-S
		RT-PHONE
		Date and Initials of Grader
GMDSS GEN.	2M	MATE (NT)
		2AE
		Motor
		RTO-2
		APPROVED

PART V. SEA SERVICE

List and submit proof of at least the minimum service required during the last five years or more to establish eligibility for the officer certificate requested.
 If you list service aboard Liberian Flag Vessels in an officer capacity, you must describe the Liberian officer certificate held in Part II(e).

Propulsion (Steam or Motor)	Name of Vessel	Deck Officers list Gross Tons/Engineers list kW Propulsion Power	Flag	Name of Managing Operator	Capacity in which served	PERIOD OF SERVICE						TOTAL SERVICE		
						From			To			years	months	days
						day	month	year	day	month	year			

PART VI. NAUTICAL, ENGINEERING OR RADIO SCHOOLS ATTENDED. (To be completed by all applicants claiming school attendance to supplement or in lieu

Name of School	Address	Dates Attended		Type of Degree or Diploma Received upon Graduation
		From	To	

PART VII. APPLICANTS FOR RADIO OPERATORS CERTIFICATE MUST READ AND SIGN THIS OBLIGATION:

By affixing my signature below, I acknowledge that I am obliged to ensure and maintain the secrecy of all telecommunications of which I may gain knowledge in the course of my services, and that I am likewise obliged not to reveal the existence or contents of any correspondence to anyone other than the addressee. My signature further acknowledges that, if I should breach these obligations, my Certificate of Competence issued pursuant to this application may be suspended and/or revoked.

_____ Signature

PART VIII. APPLICANTS FOR OFFICER'S CERTIFICATE AT THE MANAGEMENT LEVEL MUST SIGN THIS AFFIDAVIT/ACKNOWLEDGMENT.

These applicants include Master and Chief Mate applicants for service on board ships of 500 gross tonnage or more, as well as Chief Engineer and First Assistant Engineer applicants for service on board ships powered by main propulsion machinery of 750 kW propulsion power or more.

I hereby acknowledge and affirm that I have received from the Administration a copy of the publication RLM-105A ("Familiarization with the National Maritime Legislation") which I will review to ensure that I become familiar with the national maritime legislation of the Republic of Liberia relevant to the functions to be performed by me for which I have applied to be certificated.

_____ Signature

SECTION 6 COURIER & MAILING POLICY

6.1 Courier/Mailing Policy

- .1 Seafarer documents are couriered by TNT (or other courier recognized by the Administration) to an Authorized Liberian Filing or ordering agent.
- .2 If more than seven books and or licenses are issued, an additional \$5.00 per each SIRB and officer certificate will be charged to the courier fee.
- .3 There is a minimum charge for documents mailed by courier. See RLM 118 Annex 5 for the latest schedule of fees.

SECTION 7 SEA SYSTEM©

7.1 SEA System©- Seafarer Electronic Application System

- .1 The Liberian International Ship & Corporate Registry has developed a computer program, called the SEA System ,whereby agents can electronically submit applications to our office in Vienna, VA. This process saves incoming courier expenses, added paper application costs, reduced CRA charges and time saved processing orders. If you would like further information about the SEA System, please contact the Seafarer Certification & Documentation department. All agents are highly urged to submit applications electronically.
- .2 The internet location of the web-based version of Sea System is <http://sea.liscr.com>. To apply via SEA System, for Liberian seafarer's documents, you have to become an authorized filing agent for Liberia. This process is free of charge. Please let us know who we should forward the filing agent agreement to. Once you have been approved as an authorized filing agent, you will be able to access our Seafarers Electronic Application (SEA) System which allows you or your company to apply online for documents and print your own CRAs (Certificate of Receipt of Application). The use of the system is free of charge. The SEA System is a great opportunity for crewing agencies to save time and money especially when dealing with larger volume of Liberian applications. To become a Liberian filing agent please send your request to Anthony Geegbae at ageegbae@liscr.com and CC Cindy Edwards at cedwards@liscr.com , Kelly Cope at kcope@liscr.com and cstreeter@liscr.com . For questions concerning SEA System contact Carl Drumgoole at Cdrumgoo@liscr.com and CC Cindy Edwards, Kelly Cope and Celeste Streeter.

ANNEX 1 CONVERSION CHARTS

Height Chart

<u>METRES</u>	<u>CENTIMETRES</u>	<u>FT./IN</u>
1.53 -----	153 -----	5' 0"
1.55 -----	155 -----	5' 1"
1.58 -----	158 -----	5' 2"
1.60 -----	160 -----	5' 3"
1.63 -----	163 -----	5' 4"
1.65 -----	165 -----	5' 5"
1.68 -----	168 -----	5' 6"
1.70 -----	170 -----	5' 7"
1.73 -----	173 -----	5' 8"
1.75 -----	175 -----	5' 9"
1.78 -----	178 -----	5'10"
1.80 -----	180 -----	5'11"
1.83 -----	183 -----	6' 0"
1.85 -----	185 -----	6' 1"
1.88 -----	188 -----	6' 2"
1.90 -----	190 -----	6' 3"
1.93 -----	193 -----	6' 4"
1.95 -----	195 -----	6' 5"
1.98 -----	198 -----	6' 6"
2.00 -----	200 -----	6' 7"
2.03 -----	203 -----	6' 8"
2.05 -----	205 -----	6' 9"
2.08 -----	208 -----	6'10"
2.10 -----	210 -----	6'11"
2.13 -----	213 -----	7' 0"

1 METRE = 3.28 FEET

1 CENTIMETRE = .39 INCHES

ANNEX 2

Weight Chart

<u>KILOS</u>		<u>POUNDS</u>	<u>KILOS</u>		<u>POUNDS</u>	<u>STONES</u>		<u>POUNDS</u>
45	—	99	78	—	172	7	—	98
46	—	101	79	—	174	8	—	12
47	—	103	80	—	177	9	—	126
48	—	105	81	—	179	10	—	140
49	—	108	82	—	181	11	—	154
50	—	110	83	—	183	12	—	168
51	—	112	84	—	186	13	—	182
52	—	114	85	—	188	14	—	196
53	—	116	86	—	190	15	—	210
54	—	119	87	—	192	16	—	224
55	—	121	88	—	194	17	—	238
56	—	123	89	—	196			
57	—	125	90	—	198			
58	—	128	91	—	200			
59	—	130	92	—	202			
60	—	132	93	—	204			
61	—	134	94	—	206			
62	—	136	95	—	208			
63	—	139	96	—	211			
64	—	141	97	—	213			
65	—	143	98	—	215			
66	—	145	99	—	217			
67	—	147	100	—	219			
68	—	150	101	—	221			
69	—	152	102	—	224			
70	—	154	103	—	226			
71	—	157	104	—	229			
72	—	159	105	—	231			
73	—	161	106	—	233			
74	—	164	107	—	235			
75	—	166	108	—	238			
76	—	168	109	—	240			
77	—	170	110	—	242			

1 KILO = 2.2 POUNDS
1 STONE = 14 POUNDS

ANNEX 3

LIBERIAN REGISTRY'S CERTIFICATE OF RECEIPT OF APPLICATION (CRA)

BACKGROUND & LIBERIAN MARITIME LAW:

Every Liberian flagged ship must have a Liberian certificated Master in command. The Liberian maritime law requirement for a certificated Master is based on Liberian Maritime Law, Chapter 10, Sections 296-299, wherein certain rights and duties of the master are indicated. In order for these rights and duties to have legal effect, the Master of each Liberian ship must therefore hold a valid Liberian Master's certificate of competency when in command.

Section 293, Officers' Licenses [certificates], further states that, "Except when prevented by force majeure, all [other] officers of Liberian vessels shall obtain licenses [certificates] to fill their relative positions from the Commissioner of Maritime Affairs or any Deputy Commissioner authorized to issue licenses [certificates]."

Liberian Maritime Regulations, Chapter I, section 1.17, Licenses and Certificates of Merchant Marine Personnel, (1) Equivalents states, "A person holding a valid license or certificate issued by a State fully applying the provisions of the International Convention on Standards of Training and Watchkeeping (STCW) currently in force, as amended, and who is not otherwise disqualified in the opinion of the Commissioner or Deputy Commissioner to whom application is made shall be eligible for an equivalent Liberian License or Certificate, subject to proof of physical fitness and adequate English language ability." **In accordance with Regulation 1/10 of the STCW, as amended, there must exist between Liberia and the country of the seafarer's national license, an Undertaking agreement for the recognition and issuance of equivalent license.**

Pending the issuance of a license by equivalency (or exam when application has been made), a CRA can be issued for 3 months (90 days) for all officers. The vessel officers could meet the requirement by being issued a Liberian CRA upon screening by our representatives at any LISCR office or approved CRA issuing agent. The other crew member such as deck/engine watch ratings may apply for a CRA if they do not hold a Liberian special qualification in their Liberian seafarer book. Copies of the CRA must be retained on board or upon receipt of their Liberian certificate, whichever occurs first.

The current equivalency endorsements requirement applies only to those countries recognized by Liberia in ANNEX 8 B of the RLM-118. Upon review and processing of each certificate of application received by the staff of the Deputy Commissioner of Maritime Affairs, a Liberian certificate is issued and forwarded to vessel agent. Copies of the CRA must be retained on board or upon receipt of their Liberian certificate, whichever occurs first.

THE LIBERIAN REGISTRY'S POLICY REGARDING CRAs:

In order to (to be employed) on board a Liberian flagged vessel, the officer must have a Liberian license. However, the officer (without a Liberian certificate) may be allowed to serve on board a Liberian vessel if he has (applied for an equivalent license and has) been issued a CRA

In order for a Master or other officer to serve in a capacity on board a Liberian flagged vessel, they must have a valid Liberian license or a CRA issued in accordance with RLM 118. An officer without a valid Liberian license may be allowed to serve on board a Liberian vessel for a period up to 90 days, if they have made application for an equivalent license and have in their possession a CRA issued by the Administration.

It should be clearly understood that obtaining a CRA is a very temporary substitute for a Liberian officer's certificate. While it is acceptable to Liberian Nautical Inspectors, it may not be acceptable to certain Port State Control officials or vetting inspectors.

All authorized agents that have unrestricted authorization of SEA System have a unique company stamp and authorization letters on record as to who from the company can sign the CRA. These can be verified by authenticity of the signer by contacting cedwards@liscr.com , kcope@liscr.com or cstreeter@liscr.com . Also acceptable are faxed or computerized scanned copies of a CRA as an email attachment and issued out of our LISCR Headquarters in Vienna, Virginia.

ANNEX 5

FEE SCHEDULE- Check Annex 5 of RLM 118 for most current fee schedule (As of January 2017)

(a)	Charge for submitting paper applications per application; this does not include charges for secure handling and processing.....	\$100
(b)	For all officer’s navigational and engineering officer certificates..... (Fee includes GMDSS and other required officer functions)	\$275
(c)	First and Second Class Radio Electronic Operator-GMDSS..... (Fee includes GMDSS and other required officer functions)	\$275
(d)	Examination Fee for any Navigational, Engineering or MOU Officer exam.....	\$275
(e)	Certification Fee for Officer’s Certificate after successfully completing Liberian Officer’s examination.....	\$275
(f)	Re-examination Fee after failure of one or more sections of Liberian Officer examination.....	\$275
(g)	Translation Fee for examination, if taken in any language other than English.....	\$100
(h)	For license renewal	\$275
(i)	For issuance of Certificate of Receipt of Application (if done by the agent)..... if done by Seafarer’s Documentation Department Client Services Staff).....	\$35 \$50
(j)	For replacement of lost officer certificate.....	\$100
(k)	For issuance of Seafarer’s Identification and Record Book.....	\$50
(l)	For issuance of a Supernumerary Book.....	\$50
(m)	For renewal of Seafarer’s Identification and Record Book.....	\$50
(n)	For replacement of lost Seafarer’s Identification and Record Book.....	\$50
(o)	For issuance of the following special qualification certificates:	
	i. Wiper, Junior Ordinary Seaman, GP-Trainee, with Book.....	n/c
	ii. Wiper, Junior Ordinary Seaman, GP-Trainee without Book... ..	\$30
	iii. For issuance of the following special qualification certificates when requested to be placed in applicant’s Seaman’s book; Basic Training, GMDSS, Advanced	

Firefighting, Medical Care Person in Charge, First Aid Provider, and Proficient
In Survival Craft/Rescue Boats.....\$30

iv. For issuance of the following special qualification certificates when
not included on an officer certificate; GMDSS, Advanced Firefighting,
Medical Care Person in Charge, First Aid Provider, and
Proficient in Survival Craft/Rescue Boats.....\$30

RATINGS

v. For issuance of the following special qualification certificates;
Able Seafarer Deck II/5, Ordinary Seaman II/4, and Bosun II/5..... \$30

vi For issuance of the following special qualification certificates:
Able Seafarer Engine III/5 Oiler/Motorman III/4, Fireman/Watertender, GP-1,
GP-2 Electrician, and Pumpman\$30

vii. Proficient in Survival Craft/Rescue Boats and
Fast Rescue Boat Operator.....\$30

viii. All tankerman special qualification certificates.....\$30

ix. Examination Fee to take Able Seafarer Deck or Engineer, Oiler or
MOU Rating exam.....\$30

x. Ship Security Officer Special Qualification Certificate\$30

xi. Special Qualification renewals/replacements.....\$10

ix. All applications reviewed and rejected are subject to an assessment for work
performed of up to.....\$100

(p). Training course approvalCost Recovery Basis

(q) Secure delivery (courier) packaging and handling fees:

i. Per Identification and Record Book (after the first seven docs).....\$5

ii. Per Officer Certificate of Competence (after the first seven docs).....\$5

iii. Per special qualification certificates sent separately (after the first seven docs).....\$5

iv. Per special qualification certificates sent with books.....n/c

v. Minimum secure delivery fee (up to the first seven documents)\$45

(r) Fees may be paid by credit card, wire transfer and by check or money order. Instructions
For payment are contained in Annex 6 of RLM 118.

- (s) Draw down accounts may be established with payments made by any of the means described above.
- (t) Returned check fee.....\$35
- (u) The following Admin fees will be assessed for the processing of applications received for seafarers who do not have an employment commitment aboard a Liberian Flagged vessel:
 - Master and Chief Engineer..... \$2,500
 - Chief Mate and First Assistant Engineer/Second Engineer..... \$2,000
 - All Junior Officers..... \$1,350

Charges are inclusive of all Special Qualifications, Seafarer’s Identification and Record Book, and shipping and handling. Charges are considered effective upon Receipt.
- (v) In a campaign to give seafarers an opportunity to go to sea we will allow agents to submit applications for basic safety trained seafarer that do not hold a letter of commitment to a Liberian flagged vessel. These applications will be charged an additional administrative fee of \$50 per book and \$30 per basic safety SQ. The book will be applied for as a Supernumerary book and will be valid for 18 months, and will only be subject to one renewal after this period.
- (w) Same Day/Next Day expediting of applications (all applications with the work order will be levied the application fee)..... \$100
- (x) 2 to 3 day expediting of applications (all applications with the work order will be levied the application fee)..... \$50